EXTENSION FCE CLUB SECRETARY'S MONTHLY REPORT

Club _______________________________ Secretary _______________________________

Meeting Date __________ Location ________________________________________________

Number Members in Club ________ Members Present ________ Visitors Present ________

Names of New Members___________________ Address ___________________________

___________________ Address ____________________________________

Members Dropped ___________________________________________________________________
Reason ____________________________________________________________________________
If moved, list new address (if know) ________________________________________________

EDUCATION REPORT

Program Topic ______________________________ Leader/Speaker _______________________

Brief Summary ____________________________ Comment: i.e., List what was most interesting or helpful. Other comments: (use back of form if necessary)

___________________________________________________________________________________

___________________________________________________________________________________

BUSINESS REPORT

i.e. Give business transacted, picnics, tours, special activities in club and community participation. (use back of form if necessary)

___________________________________________________________________________________

___________________________________________________________________________________

Next Meeting Date ___________ Time _________ Location _______________________________

Topic ____________________________________________________________________________

REQUEST FOR ASSISTANCE FROM EXTENSION OFFICE
( use back of form if necessary)

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wpdocs/fce/forms/secretary.wpd